



**MONROE COUNTY PLANNING DEPARTMENT**  
**MAP AMENDMENT APPLICATION**  
**For Future Land Use Map and Zoning Map**

Note: The applicant must complete the following information for an application: to be accepted for review Please type or print all requested information on this form. Attach additional sheets when necessary. All information, including the application and all other materials, excluding the original photographs, must be submitted on 8 1/2" x 11, paper. It is the applicant's responsibility to notice the Planning Department of any changes that may occur to the application as it is being processed.

A) Name(s) of Property Owner(s): \_\_\_\_\_

Mailing Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: Office \_\_\_\_\_ Home \_\_\_\_\_

B) Applicant/Agent's Name (Circle One): \_\_\_\_\_

Firm: \_\_\_\_\_

Mailing Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: Office \_\_\_\_\_ Fax \_\_\_\_\_ Home \_\_\_\_\_

C) Legal Description of Property: Real Estate Number \_\_\_\_\_

Key \_\_\_\_\_ Street \_\_\_\_\_

Mile Marker \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Subdivision \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_ Block \_\_\_\_\_

Metes and Bounds description if not in a subdivision (attach additional sheet if necessary):

D) Current Future Land Use Map Designation\_\_\_\_\_

Proposed Future Land Use Map Designation\_\_\_\_\_

E) Current Land Use District Designation\_\_\_\_\_

Proposed Land Use District Designation\_\_\_\_\_

F) Size of Parcel\_\_\_\_\_

G) Existing Use: If the property is developed, describe, in general terms, the existing use of the property such as the type of use, number of residential units, or the gross floor area of the commercial development. (If the property contains structures, submit a site plan in addition to your verbal description).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H) It is the applicant's burden to justify overturning existing land use designations previously set by the Board of County Commissioners. Below are the factors that the Board may consider in order to approve a proposed change, as prescribed by Section 9.5-511 (d)(5)(b) of the Monroe County Code. However, the Code prohibits any change, which would negatively, impact community character. If you need assistance in preparing a response, please call to schedule a pre-application conference with the planning department. You must submit all supporting information, documentation or exhibits for future public hearings at the time you submit this application so that the Planning Department may use it in preparing its recommendation. Information provided at a later date may not be considered by the Planning Department, Planning Commission or Board of County Commissioners.

1. Changed projections (e.g., regarding public service needs) from those on which the text or boundary was based.

2. Changed assumptions (e.g., regarding demographic trends).

3. Data errors, including errors in mapping, vegetative types and natural features described in any section of the comprehensive plan.

4. New issues.

5. Recognition of a need for additional detail or comprehensiveness; or,

6. Data updates.

I) Include 2 different photographs of the subject parcel(s)-12 copies of each. Only original photos or color copies will be accepted. Aerial photos may not be used to meet this requirement but may be used for support information.

J) Include a survey with a site plan if structures exist on the property.

- K) Include a copy of the zoning map, clearly marking the boundaries of the property being considered. The Planning Department will be able to assist you in obtaining a copy of the zoning map.
- L) Attach proof of ownership (i.e. copy of deed or tax bill).
- M) Include a copy of the property record card from the property appraiser's office.
- N) Attach a notarized letter from the owner authorizing the applicant or agent to seek the amendment(s) and to represent the owner. All correspondence from Monroe County on this issue will be addressed to agent and not property owner(s), unless otherwise specified.
- (O) TYPED NAME AND ADDRESS **MAILING LABELS** of property owners within a 200 feet radius of the subject property(s). This list should be compiled from the current tax rolls located in the Property Appraiser's Office. **Also**, please provide the listing of the names, subdivision name, lot and block # and the RE #'s for each address and note those that are adjoining the property. Adjoining lots are not disrupted by a canal or street. When a condominium is adjoining the property within the two-hundred (200) feet, each unit owner must be included.
- P) The application must be accompanied by the appropriate fee. The fee schedule is as follows:

**\*Please Note: Higher fees are applied for any changes into Non-Residential.**

## Amendment to the Future Land Use Map and Land Use District Map

## Amendment to the Future Land Use Map Only

## Amendment to Land Use District Map Only

I certify I am familiar with the information contained in this application, and, to the best of my knowledge such information is true, complete, and accurate. I also certify I possess the authority to undertake the proposed amendment(s). I understand the submission of false information may lead to denial or revocation of the requested amendment(s).

Notary

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_.

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Print: \_\_\_\_\_  
State of \_\_\_\_\_  
My Commission Expires \_\_\_\_\_